

Date: September 13, 2016 1:00 pm to 2:00 pm

Location: FDOT CO-Burns, Executive Conference Room and Conference

Subject: Florida Department of Transportation, Systems Planning Office
SR 60 Corridor Study Technical Team Kick-off (District 1)

On September 13th, 2016, the Technical Team Kick-Off for District 1 was conducted.

Those in attendance were:

Jennifer King	FDOT Systems Planning Office – Client Project Manager
Thu-Huong Clark	FDOT Environmental Management Office – Project Delivery Coordinator
Robert E. Lee (Ed)	FDOT Rail & Motor Carrier Operations
Michael Sykes	FDOT – FDOT Environmental Management Office – State Environmental Quality Assurance and Performance Administrator (inc. ETDM)
Peter McGilvary	FDOT Environmental Management Office – State Environmental Quality Assurance and Performance Administrator (inc. ETDM)
Rickey Fitzgerald	FDOT Rail & Motor Carrier Operations
Martha Hodgson	FDOT Systems Planning Office – Project Development Engineering Specialist
Thomas Hill	FDOT TranStat Office – Systems Traffic Models Manager
Joel Worrell	FDOT TranStat Office – Transportation Inventory Data Manager
Irene Cabral	FDOT Emergency Management Office – Emergency Coordination Officer
Chris Wigglesworth	FDOT Public Transit Office – Transit Planner
Michael Plagens	CDM Smith – Project Manager
Praveen Pasumarthy	CDM Smith – Traffic Engineer

By Phone:

Keith Robbins	FDOT District 1 – Freight Coordinator
Paul Simmons	FDOT District 1 – TDM/Transit Coordinator
Renjan Joseph	FDOT District 1 – Transportation Systems Management & Operations (TSM&O)
Kevin Salsbery	FDOT District 1 – District Emergency Coordination Officer
Lawrence Massey	FDOT District 1 – Travel Demand Modeling
Sarah Catala	FDOT District 1 – SIS Coordinator
Adam Ivory	CDM Smith – Project Planner
Meghan Marion	CDM Smith – Planner

1. **Introduction and Background:** Jennifer King opened the meeting and gave all the attendees the opportunity to introduce themselves. Ms. King provided a project background and identified the project objectives – preemptively identify alternative options, identify operational quick fixes, and identify the needs along the study corridor. Ms. King pointed out that this study was initiated based on a white paper submitted by FDOT District 1 indicating the need for studying SR 60. Ms. King indicated that the white paper will be shared with the meeting participants.

Meeting Notes

FDOT D1 Technical Team Kick-Off Meeting
September 13, 2016

2. **Presentation:** Ms. King and Mr. Plagens gave the presentation detailing study purpose, study limits, project activities, project goals, agency partners, coordination with other projects/plans, project schedule and project communication. A sample list of studies and plans collected by the project team was also presented. Contact information of the project team managers was provided.
3. **Site Visit:** Ms. King described the site visits conducted by the project team and the observations made. It was observed that the truck traffic along SR 60 tends to be diverted to other corridors between Winter Haven ILC and FDOT D7. Trucks trying to avoid the congestion/signal along SR 60 may be using US 27.
4. **Discussion:** The following items/questions were discussed during/after the presentation:
 - a. Irene Cabral indicated the FDOT Emergency Management Office received a request for information on roadway elevation. Irene will get the study team information concerning this matter. During the study team's field visit, a lot of standing water was observed in the ditches along SR 60.
 - b. Ms. King described in detail on the context land use zone analysis being conducted as a part of this study. Based on FDOT's draft guidance on the implementation of complete streets and the context land use zones, the project team classified the study corridor into the context land use zones using the observations from the site visits. This will provide a snapshot in time of the context for SR 60 study corridor.
 - c. Participants observed some FDOT offices were inadvertently left off the agency partner's slide of the presentation. The study team will correct before next presentation.
 - d. FDOT D1 indicated information on a traffic study focusing on County Road 630 to Prairie Lake Rd, and other PD&E studies will be provided to the project team.
 - e. The horizon year for the study is 2045, matching the Needs Plan.
 - f. FDOT D1 will inventory the information on any DRIs that may have an impact on SR 60 and provide to the project team.
 - g. Modeling methodology – Details of travel demand modeling are being finalized. Statewide model will be used for this study effort, and sub-area validations and other input/calibration information will be provided by FDOT D1. Adjustments to the D1 model will be finalized in October.
 - h. Mr. Plagens discussed the differences between Alternatives Study, Master Plan and an Action Plan.
 - i. Travel by the project team to attend meeting with MPOs is not included as a part of this project. However, outreach material will be provided by the project team to help FDOT D1 in the coordination efforts.
 - j. Coordination with CSX/rail industry – Project team will obtain data on railroad crossings and activity at ILC. The study team was informed obtaining data from CSX has been a challenge in the past. SR 60 is the heaviest used corridor (tonnage wise) and Port of Tampa is the biggest exporter of Phosphate.
5. **Action Items:** The action items from the meeting are:
 - a. Project team will forward any data requests to FDOT D1.
 - b. Project team to forward a copy of the presentation and the white paper prepared by FDOT D1.
 - c. FDOT D1 to provide any projects or plans which may be relevant to SR 60 project.
 - d. FDOT D1 to respond to additional data requests from the project team.
6. **Wrap-up/Adjourn:** Ms. King and Mr. Plagens thanked everyone for their participation.